

THE AMERICAN UNIVERSITY will offer a course in PAPERWORK MANAGEMENT, 054.510, Part I, The Management of Institutional Records Systems, beginning Tuesday evening, 29 September 1970, 6:00-8:30 p.m. in Room 200-A, THE NATIONAL ARCHIVES, 8th Street and Pennsylvania Avenue, N. W. Parking after 5:30 p.m. in the moat area, within the National Archives Building Area, entrance on 7th Street, between Pennsylvania and Constitution Avenues.

THIS COURSE covers the nature and functions of records and records systems, in relation to the totality of organization and administrative processes. The course will review the kinds and respective functions of institutional paper and paperwork, but it will give primary emphasis to the development and installation of a Records Management Program in any organization. PART I, during the fall semester, deals specifically with: Historical solutions and principles, methods, and techniques of paperwork; How to organize, staff, and supervise an institutional Records Management Program -- directives, training, and survey techniques; Correspondence Management -- reducing copies, form and guide letters, effective written communications, and correspondence quality control; Forms Management -- the basic steps in forms operations, forms management files, and forms analysis; Reports Management -- reporting requirements, reports records, and reports analysis; and Directives Management -- essential elements of a directives system and how to evaluate it. (PART II on the remainder of the Records Program is offered in the spring.)

TUITION: \$150.00. Three (3) semester hours credit for undergraduate and graduate degrees.

TEXTBOOKS: The textbook for the course is S. J. Pomrenze, SELECTED READINGS ON RECORDS MANAGEMENT, Volume I. Students may reproduce a copy free by borrowing a text from the instructor. There is also a Records Management Bibliography, by Pomrenze and John Scroggins. Here too students may reproduce a copy free by borrowing a text from the instructors. (OX 2-0585, or 11-20585.)

The Adjunct Professor in Records Management at The American University, Mr. Pomrenze -- Chief of the Systems Branch, The Army Adjutant General's Office Management Division -- will serve as the instructor. The course is under the School of Government and Public Administration and is given as part of the program of the College of Continuing Education, The American University, Washington, D. C.

Students may register at:

1. MAIN CAMPUS, THE AMERICAN UNIVERSITY, Room 200, McKinley Hall, Wood Circle, Nebraska and Massachusetts Avenues, N. W., Washington, D. C., 20016, 1-12 September 1970. Call Dean Stutts' Office, 244-6800, Ext. 495, or Mr. Orlando's Office, same phone number.

2. WASHINGTON NAVY YARD, 20 August 1970, 10-1 p.m., Building 172. Call Miss Clara Williams, OX 3-3188 or 11-33188 for room number.

NOTE: THIS COURSE BEGINS Thursday, 29 September 1970 AFTER A regular OPENING DAY. Subsequently the class will meet on Tuesdays and two Thursdays as follows: 6, 8, 13, 20, 27 October; 3, 5, 10, 17 November; 1, 8, 15 December; and 5 January 1971.